BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AIR FORCE MATERIEL COMMAND HQ
OPERATING INSTRUCTION 31-201

10 NOVEMBER 2005

Security

HQ AFMC COMMAND CENTER PHYSICAL
SECURITY ENTRY ACCESS AND
SCHEDULING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This operating instruction (OI) establishes responsibilities and operating procedures covering controlled area physical security, entry access and scheduling for the HQ AFMC Operations Center facility in room S035, Building 266, Area A, Wright-Patterson AFB, OH.

SUMMARY OF REVISIONS

Updates procedures to match complementary regulations and operating instructions; adds procedures for using the entry control card/PIN equipment and adds guidance for personal digital assistant (PDA) use within the Operations Center. Changed/new sections are bolded.

1. Scope. This OI is applicable to all personnel requiring Operations Center entry during normal operations and HQ AFMC Crisis Action Team (CAT)/Battle Staff operations.

2. General:

2.1. The installation commander has designated the Operations Center as a controlled area IAW AFI31-101/WPAFBI31-101, *Installation Security Program.* The Operations Management Team (OMT), AFMC Operations Office (AFMC/A3X), Operations Directorate, is the office of primary responsibility (OPR) to establish and issue security directives and instructions governing the Operations Center. All directives comply with procedures contained in AFI 31-101 and AFI 31-401, *Information Security Program Management.* In addition, locally developed policies and/or requirements may be established as necessary to ensure security and control of the Operations Center and its contents.   This OI establishes requirements for controlling personnel access, entry, exit and internal movement in the Operations Center to prevent unauthorized access or hostile action.

2.2. Land mobile radios, cellular telephones, pagers, personal digital assistants ("Palm Pilot"-type devices), cameras and tape recorders are prohibited in the Operations Center.

2.3. While inside the facility, all personnel must clearly display their properly marked AF 1199, **Entry Control Card**.

3. Facility/Controlled Area Description:

3.1. The HQ AFMC Operations Center is located in the basement of building 266, room S035. The facility's physical layout is shown in **Attachment 1**. The complex contains the OMT office (including CAT/Battle Staff plans and implementations support, graphics and audio/video production and facility administration), Command and Control Switching System (CCSS) maintenance work center, AFMC CAT/ Battle Staff (when formed) and the HQ AFMC Command Center. (see **3.3.** below). The facility is secured with keys and electronic door locks (badge swipe/PIN for authorized individuals) as shown on the diagram. Entry doors S035 and A020, the main lobby and adjacent halls are also equipped with surveillance cameras. The overall area is designated "C" on the AF IMT 1199, **USAF Entry Control Card.** Area 24 (Command Center) within the Operations Center complex is designated "D" on the AF IMT 1199.

3.2. There are three basement level doors to this facility**:** two entry/exit doors and one emergency exit-only door. The entry/exit doors are S035 and A020. The emergency exit-only door is S031. There are three more exit doors in the sub-basement emergency generator and HVAC equipment mechanical room area. All are key locked and alarmed. These sub-basement doors should *not* be used for emergency exits because they are covered on the outside by bolted-down grates 12 feet overhead.

3.3. Area 24 is the HQ AFMC Command Center, which is also serves as the 88 ABW Command Post. It is staffed 24 hours a day. To avoid confusion and for ease of use in this HOI, they will be collectively referred to as the Command Center or Cmd Ctr. The Cmd Ctr monitors and controls entry through doors S035 and A020 via surveillance video cameras and remote control door locks. The CAT/ Battle Staff (when activated) and the Operations Management Team can also perform these access functions.

4. Procedures:

4.1. Opening and Closing the Operations Center. OMT personnel open and close the Operations Center for normal business and contingency operations. Normal Operations Center hours are 0730-1630 Monday-Friday. Contingency operations hours are as required. Securing procedures require checking and initialing SF 701, Activity Security Checklist, located in OMT office area.

4.2. Operations Center Access and Entry during Duty Hours. Access is via electronic swipe badge (AF IMT 1199, open "C") with assigned PIN. For individuals not on the Operations Center Access Roster, an appropriate escort is required (see para **4.2.3.-4.**).

4.2.1. The OMT maintains a current Operations Center Access Roster for use by the Cmd Ctr controller, OMT, and the 88th Security Forces Squadron (when assigned as entry security--se **4.2.4.1.**.below) The OMT will coordinate with each functional agency semi-annually to verify data currency IAW paragraph **4.2.2.** below.

4.2.2. All HQ AFMC A-staff offices, directorates and supporting units whose personnel need Operations Center access must keep their entry letters current. **Attachment 2** contains procedures and sample entry letters for:

- Submitting initial information for individuals requiring an identified temporary access (e.g. a one-time meeting) for other than CAT/Battle Staff or daily entry.

- Updating the roster.

Changes should be made as they occur.

4.2.2.1. Individuals designated as CAT/Battle Staff members, those with duty stations inside the Operations Center, facility maintenance and other personnel requiring daily entry access must have an unescorted entry badge. The 88 SF Pass and ID office will issue badges when presented with a completed AF IMT 2586, **Unescorted Entry Authorization Certificate**. The applicant's security manager completes and signs the form. Part III, *Duty* must contain the following: description of duties requiring unescorted entry, security clearance, office phone, home phone and if applicable, CAT/Battle Staff function assignment.

NOTE: When an individual is given unescorted entry by AF IMT 2586, the OMT will update the access roster.

4.2.2.2. Controlled Area Training. Personnel with unescorted entry into the Operations Center must complete controlled area training IAW AFI 31-101. The individual approving Operations Center entry on AF 2586 will provide the initial briefing; annual refresher training is required for all individuals with unescorted entry into the Operations Center.

4.2.3. Unescorted access is limited to personnel with an AF IMT 1199 with open "C" and/or with names on the Operations Center Access Roster. Personnel without either can gain unescorted entry if they provide the OMT with SECRET security clearance documentation, complete initial training and sign the AF IMT 1109, **Visitor Register Log**. OMT personnel will provide them a temporary visitor's "escort not required" badge.

4.2.4. All visitors will wear a locally produced/ controlled Operations Center "Escort Required" badge while in the Operations Center. Any person not on the Operations Center Access Roster must be escorted at all times by an individual authorized unescorted access. Uncleared personnel (janitorial, maintenance or repair) must be signed in on AF IMT 1109, escorted and announced to all occupants as being uncleared. Cover all classified material when uncleared people are present. Exception to the above entry procedures:

4.2.4.1. The 88 SFS will provide entry control when directed by the Installation Chief of Security Forces .

4.2.4.2. 88 CG/SCMWTC CCSS work center personnel may escort visitors through the rear door (A020) using their own AF IMT 1109, adhering to all entry requirements stated in paras **4.2.3.** and **4.2.4.** above.

4.2.5. Operations Center Access and Entry During Nonduty Hours. Cmd Ctr and CAT/Battle Staff (when activated) personnel monitor and control entry via closed circuit television cameras/ monitors and remote entry controls or by personal recognition if the camera/monitor system isn't working. Entry is limited to personnel visiting the Cmd Ctr, the CAT/Battle Staff (when activated) and those with electronic badge swipe capability and PIN (unescorted entry), unless the OMT has granted prior specific approval and notified the Cmd Ctr.

4.3. Entry Access to the Operations Center during CAT/Battle Staff Activation/Operations. The CAT Director is responsible for the Operations Center when the CAT is activated. OMT and Cmd Ctr per-

sonnel assume responsibility for their respective areas during contingency duty hours. CAT/Battle Staff members have access to the Operations Center main entrance (S-035) via electronic swipe card (AF 1199) and PIN (unescorted entry). Individuals without a card and/or PIN needing access to the CAT/Battle Staff will call the CAT/Battle Staff floor IAW the instructions posted by the door. Those wishing access to other offices will call in to arrange entry. Adhere to all entry requirements stated in paras **4.2.3.** and **4.2.4.** above.

4.4. Power Failure. During a power failure, all doors secured with electronic locks immediately default to a mechanically secured position. Facility entry will be key controlled until power has been restored and the electronic locks function. Exit remains unimpeded. The Cmd Ctr has a master key.

4.5. Access Awareness. All personnel entering the Operations Center must be familiar with applicable security regulations, directives and this OI. AFMC/A3X will conduct periodic checks and evaluations to ensure proper procedures and security practices are being followed.

4.5.1. Challenging Unknown Personnel. Anyone in the Operations Center not displaying the appropriate credential must provide appropriate identification upon request. If authorization cannot be established, escort the unauthorized person out of the facility. If this is not possible, dial 911 to notify the 88 SFS.

4.6. Bomb Threats. Anyone receiving a telephoned bomb threat will follow the instructions on AF IMT 440, located near each telephone. If you receive a telephoned bomb threat:

4.6.1. Keep the caller talking. Ask where the bomb is and when it will go off, and have him/her repeat the message. Note as much about the call and caller as possible (time, location, place, voice, accent, background noise etc.). Use AF IMT 440, Bomb Threat Aid, located by your phone, to record the information.

4.6.2. Do not hang up, even if the caller does.

4.6.3. Have a co-worker use another phone to call 911 and report the incident if you're still talking to the caller. Answer the 911 operator's questions.

4.6.4. Notify your supervisor and the Headquarters Support Office (88 ABW/CECH) at 73318 next.

NOTE: Also see HOI 10-3, *HQ AFMC Threatening Condition Response.*

4.7. Emergency Evacuation. See **Attachment 1** for an Operations Center evacuation map. Procedures:

4.7.1. Alarms. The evacuation alarm for building 266 is audible inside the Operations Center and is activated by Command Center personnel or a fire alarm pull box. If the building alarm sounds and evacuation is directed, the Command Center will notify the CAT director by phone as the Operations Center alarms do not have voice capability.

4.7.2. Departing the Operations Center and Building 266. There are two primary exits and one for emergencies. If possible, leave via the main entrance (door S-035), turn right and go upstairs to the building's exit. If that door can't be used, exit via the "back" door (door A-020), then turn either left or right and exit upstairs through one of the four building staircases. You can also exit through the entrapment area between the buildings, as the entrapment area gates automatically unlock when the fire alarm sounds. The emergency exit is the wide door next to the restroom and leads into the south hall next to the main entrance. **WARNING:** there are *no* exits through the mechan-

ical equipment rooms. If the evacuation occurs while the CAT is operating (during or after normal duty hours), go to the CAT assembly point, halfway down the building 281 west side loading dock facing Barnes Park.

NOTE: also see HOI 10-3, *HQ AFMC Threatening Condition Response.*

4.8. Controlled Area Monitor. The Operations Center is a controlled area. As the "owner," A3X must designate in writing a primary and alternate controlled area monitor from the OMT.

5. Operations Center Facilities:

5.1. The Operations Center has three facilities approved for classified proceedings (see table below) available for outside meetings and/or conferences. Facility operation hours are 0800-1630, Monday-Friday (except holidays).

5.1.1. Meeting Size. Meetings must have eight or more participants to use the conference rooms.

5.1.2. Available Equipment.

5.1.2.1. Audiovisual equipment. Equipment available through Operations Center resources will be provided by prior arrangement. Requests must be made when the facility is reserved. Users must be trained beforehand; the OMT cannot guarantee operator availability. Any audiovisual equipment not available through the Operations Center resources must be provided by the user either through internal organizational resources or through previous arrangements with 88 CG/SCCV, Multimedia Services, 7-4000.

5.1.2.2. Telecommunications. Secure telephones (including speakerphones) are available in all conference rooms. Secure and nonsecure facsimile (fax) machines are available by prior arrangement with OMT Center personnel by calling 7-5550.

5.1.2.3. Administrative Supplies. All necessary administrative supplies must be user-provided.

5.1.2.4. Setup/Takedown. The user will perform pre-conference room preparation and clean-up/ reconfiguration after the conference has concluded.

Table 1. Meeting Room Accommodations.

Conference Room	Area No.	Capacity
B-C	17	10 people
CAT floor***	001	33 people*
Battle Staff***	14	29 people**

*Side chairs can accommodate 36 additional people in area 001.

**Reserved for teleconferencing and senior Battle Staff members.

***Not available when the CAT/Battle Staff is activated

5.2. Responsibilities:

5.2.1. The Operations Center OMT (AFMC/A3XE):

5.2.1.1. Schedules meetings/conferences. To schedule, call 7-5550.

5.2.1.2. Controls entry to the Operations Center. They may delegate this duty to the host organization when the OMT is not participating and only the facility is being used.

5.2.2. The organization sponsoring a conference or meeting must:

5.2.2.1. Furnish the following information to OMT for scheduling the facility desired:

5.2.2.1.1. Conference date, duration and time.

5.2.2.1.2. Subject and/or purpose.

5.2.2.1.3. Security classification.

5.2.2.1.4. Expected conference size .

5.2.2.1.5. Conference POC and alternate's name, office symbol, e-mail and phone number.

5.2.2.2. Provide administrative supplies and services. See paragraph **5.1.2.3.**

5.2.2.3. Follow Operations Center and DOD security requirements. See paragraph **5.4.**

5.2.2.4. Limit conferences to a 2 duty week maximum. OMT approval is required for more than 1 duty week.

5.2.2.5. Notify OMT least 24 hours in advance if a scheduled event must be cancelled.

5.2.2.6. Notify OMT immediately when a conference ends early.

5.3. Priorities:

5.3.1. CAT/Battle Staff operations have priority over all other Operations Center uses.

5.3.2. OMT has the authority to "bump" conferences for a higher priority meeting. Since bumping is a serious inconvenience, all requests regardless of priority must be submitted in writing to the OMT with a (two letter) director's signature. Requests should justify bumping due to priority, time sensitivity and/or location.

5.3.3. Use for training courses is considered only after all other requirements have been filled.

5.4. Conference/Meeting Security.

5.4.1. Information security is the meeting host's responsibility. Operations Center conference rooms are approved for SECRET (TOP SECRET capable).

5.4.1.1. The conference monitor who grants conference attendee access to the Operations Center must be on the OMT-maintained permanent controlled access roster. Individuals controlling entry must:

5.4.1.1.1. Be designated as an escort by the OMT.

5.4.1.1.2. Understand escort procedures and requirements, including security.

5.4.2. The conference monitor must comply with paragraph **4.2.** to arrange for conferees' entry to attend their scheduled conference. In addition, the conference monitor must follow these security measures:

5.4.2.1. Prepare a conference attendance list or temporary security clearance access roster with conference room number, start and end dates, attendees' names, social security numbers,

grade/rank, organizations, telephone numbers, and current security clearances. The conference monitor will use this roster to sign-in/out attendees who do not have an open "C" on their AF IMT 1199. A copy of this temporary access roster must be provided 24 hours before the conference to the OMT for distribution to the EA staff.

5.4.2.2. Provide an individual to staff the entry desk in the front lobby to sign conference attendees in and out.

5.4.2.3. At sign-in, each attendee who does not have an AF IMT 1199 with an open "C" will sign for and be issued a numbered temporary badge. The OMT provides these badges to the conference monitor.

5.4.2.4. When the conference or meeting is convened, and again each morning for multi-day meetings, brief attendees on OMT security rules:

5.4.2.4.1. No open storage of classified is permitted.

5.4.2.4.2. Classified materials, including computer drives and disks may not be left unattended, even during breaks or lunch.

5.4.2.4.3. Attendees are limited to the immediate area of their conference room and the restrooms.

5.4.2.4.4. Check with OMT personnel before entering any classified material or programs onto conference room computers.

5.4.2.5. After the conference, the conference monitor must

5.4.2.5.1. Insure all classified material has been removed from the conference room(s) and computers.

5.4.2.5.2. Inventory and return all badges to the OMT.

5.4.2.6. When all passes are returned or the access requirement has expired, each conference temporary access roster will be placed in the OMT past access file and retained for one year.

JEFFREY R. RIEMER, Maj Gen, USAF
Director of Operations

Attachment 1

HQ AFMC OPERATIONS CENTER FLOOR PLAN

Figure A1.1. HQ AFMC Operations Center Floor Plan.
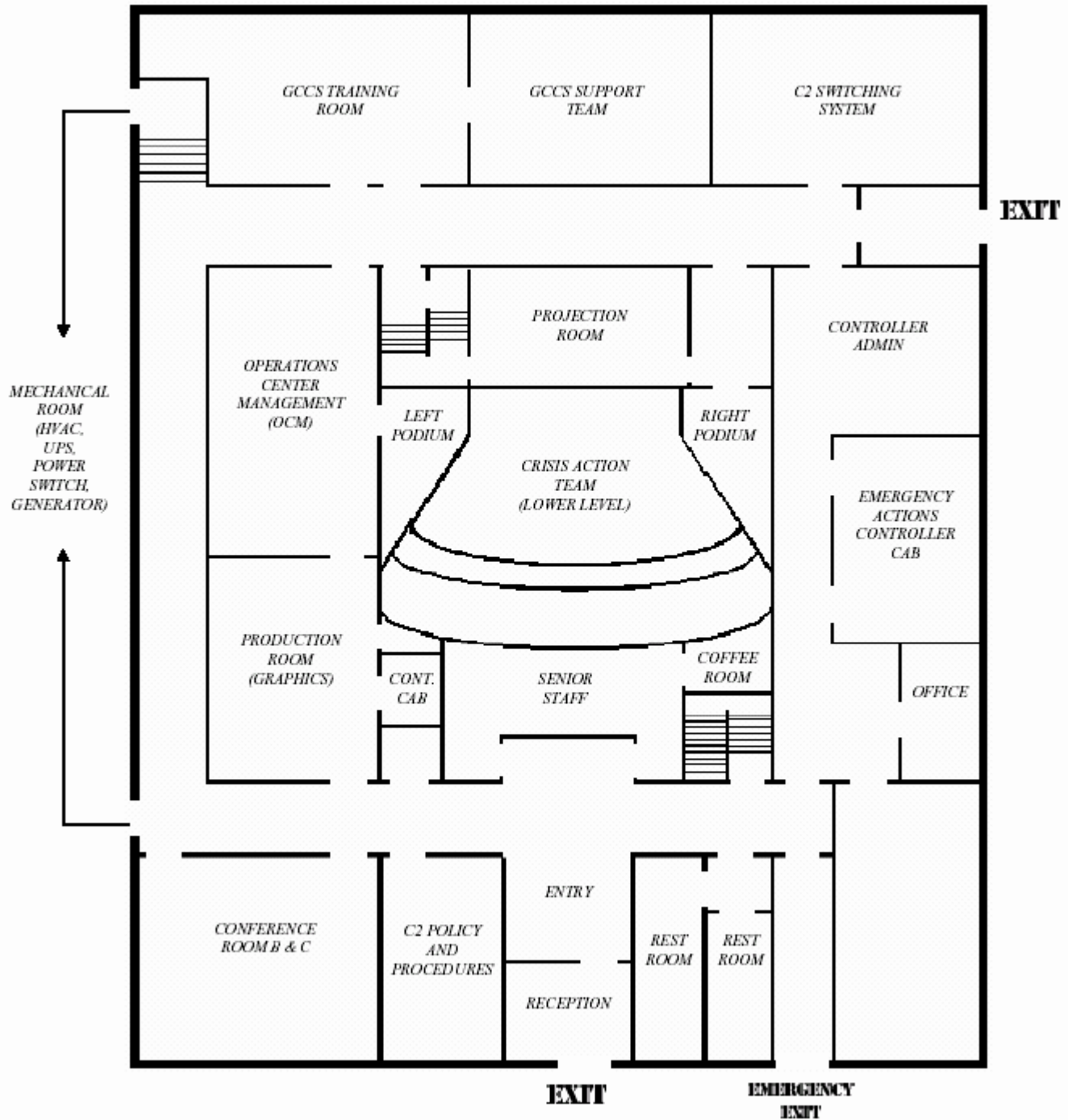
Attachment 2

SAMPLE LETTER FOR HQ AFMC OPERATIONS CENTER ENTRY ROSTER-CHANGES

Use this format to request temporary access, make changes, or deletions to your agency's access requirements:

(Date)

FROM:

SUBJECT: HQ AFMC Operations Center Entry Roster-Changes

TO: AFMC/A3XO Operations Management Team (OMT)

1. Request for temporary access: (Submit as occurs and upon change of calendar year.)

The following individual(s) requires (require) access to the HQ AFMC Operations Center for the period of <u>(start date)</u> through <u>(end date)</u> for the following purpose: <u>(state purpose and security clearance requirement)</u>.

Name	SSAN	Grade/Rank	Security Clearance	Organization/ Company	Phone
a. Baker, Ian	001-10-1100	GS-12	Secret	HQ AFMC/XX	787-1234
b. Fleming, Rita	199-21-0000	GM-13	Top Secret SCI	SM-ALC/XX	633-5678
c. Gibson, Hank	545-50-9999	Contractor	Top Secret	Software Intl, Inc. Dayton, OH (Zip)	426-9876

2. Changes:

<u>Name</u>	<u>SSAN</u>	<u>Action</u>
a. Adams, Ira	222-33-4444	Change rank from MAJ to LTC.
b. Blake, John	333-44-5555	Change home phone to 555-5544.

(***NOTE:*** Name, and SSAN are required to make change to the list.)

3. Deletions:

<u>Name</u>	<u>SSAN</u>
a. Clark, John	222-33-4444
b. Davidson, Mary	333-55-9999

(*NOTE:* Only name, and SSAN are required for deletions.)

4. Point of contact is _____(name)_____ at _____(organization/phone number)_____.

(Signed by Commander, Director, Division Chief or Security Manager)

Attachment 3

MEETING FACILITY RESERVATION FORM

Figure A3.1. Meeting Facility Reservation Form (Front).

HQ AFMC OPERATIONS CENTER
Facility/Equipment Reservation Form

To: HQ AFMC/A3XE Operations Management Team (OMT)
Telephone: 257-5550 FAX: 904-3510 Email: afmc opso/doxx ocmt@wpafb.af.mil

From: _____ Office: _____ Date: _____

Please complete this form and send it back to the OMT as soon as possible so that we may schedule your conference. If you have any questions please call us. Thank you.

General information:
Point of Contact: _____ Phone: _____
Conference Dates: _____ Start time: _____ End: _____
Subject: _____ Number of attendees: _____

Area to be reserved and type(s) of audiovisual/computer equipment requested:
NOTE: Host organization must provide own technical support.
☐ Conference Room B/C
   ☐ UNCLASSIFIED Computer Projection
   ☐ CLASSIFIED Computer Projection
   ☐ VCR
   ☐ Base Cable

☐ Senior Staff Bridge
   ☐ CLASSIFIED Computer Projection
   ☐ VCR
   ☐ DVD
   ☐ Base Cable

☐ CAT Floor
   ☐ CLASSIFIED Computer Projection
   ☐ UNCLASSIFIED Computer Projection

Figure A3.2. Meeting Facility Reservation Form (Back).

HQ AFMC OPERATIONS CENTER
Facility/Equipment Reservation Form

<u>Information for the Event Coordinator (POC):</u>

Please arrive 15 minutes before your conference start time. You will need to make sure your room is properly set up.

You are responsible for ensuring all attendees abide by the security regulations while you are using our facility. Please remember that the Operations Center is not cleared for open storage.

If your conference must be canceled please notify the OMT (ext. 7-5550) at least 24 hours prior to your scheduled start time.

At the end of each day or the end of the conference, the POC is responsible for returning the room to its original condition.

You are responsible for accounting for and escorting visitors that do not have access to our facility. You must either escort each visitor while in the conference areas or provide us with a list of visitors by filling out the table below. You may be given controlled area badges to issue to visitors and are responsible for the distribution and collection of these badges.

Name (Last, First MI.)	Last 4 of SSN	Rank/Grade	Org/Co	Clearance (S/TS)